



Vacancy Announcement (Announcement Number: 15-06)

USAID/Nepal invites applications for employment from all interested and qualified candidates for the position of Human Resources Assistant in the Executive Office, under a Foreign Service National (FSN) Personal Services Contract (PSC) subject to availability of funds.

OPEN TO: All interested and qualified candidates

POSITION: Human Resources Assistant; FSN-9

OPENING DATE: October 16, 2015

CLOSING DATE: October 30, 2015 – 5:00 P.M Kathmandu time

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF THE POSITION:

The incumbent reports to the Human Resources Management Specialist. The incumbent provides Human Resources support to all offices and assures the smooth operation of the Human Resources Office. The incumbent assists Human Resources Specialist in performing a wide range of responsibilities to include-recruitment, preparation of Personal Services Contract, negotiation memo, Personnel Actions, and Travel Authorization for official international travels. The incumbent manages mission training needs and Performance Management Program for Foreign Service National employees. The incumbent is also responsible for maintaining and up keeping personnel files and various personnel database.

REQUIRED QUALIFICATIONS:

EDUCATION: A Bachelor's Degree in Human Resources Management, Business Management or in other relevant fields is required.

PRIOR WORK EXPERIENCE: At least 3 years of progressively responsible experience in Human Resources Management is required.

LANGUAGE: Level IV (Fluent) Speaking/Reading/Writing English is required. Level IV (Fluent) Speaking/Reading/Writing Nepali is required.

KNOWLEDGE: A good knowledge of the concepts, techniques and practices of Human Resources Development and Personnel Management is required. A thorough knowledge of local labor laws as well as prevailing customs and practices as they apply to compensation and employment is required. Excellent

understanding and knowledge on Travel and Transportation issues and related rules and regulations is required.

SKILLS AND ABILITIES: Must be tactful, with sound good judgment. Ability to maintain effective working relationships with employees and their supervisors is required. Ability to work under pressure to meet the deadline is required. Ability to deal with all types of customers in a diplomatic way is required. Good communication, time management, analytical, and computer skills are required.

A detailed job description for the position can be obtained by contacting USAID/Nepal Human Resources Office.

Interested applicants should submit a cover letter and a resume - not to exceed 3 pages - and any other documentation that addresses the qualification requirements of the position as listed in the full job description. Please provide names of three references and their contact numbers and email addresses as well. Please send your application to the attention of USAID/Nepal Human Resources Office, U.S Embassy Maharajgunj, G.P.O. Box. 295, Kathmandu, Nepal. Applications may be sent electronically to: USAIDNepalHR@usaid.gov

Only short listed applicants will be contacted to participate in the hiring process.

USAID/Nepal is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Nepali society. We believe that social inclusion and diversity contribute to excellence. Applicants from disadvantaged caste, under-represented ethnic groups, and women are especially encouraged to apply.